



# Policies and Procedures

COVID-19 Edition

Revised January 2022

## **Introduction**

Dear Parents,

As we are getting ready for the 2022-2023 school year, we would like to make sure we are all on the same page. While we know that last year has been challenging in many ways, the teachers and administration at Alive Montessori & Private School are committed to providing a quality program that is safe, educational, child friendly, and fun!

While many things will seem different with all the procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Our COVID-19 Policies and Procedures will lay out the changes as we enter the 2022 school year. This situation is unprecedented and is constantly evolving, so all changes included in this document will remain the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Ministry of Health and Ministry of Education. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this document. They are in place to ensure that Alive Montessori & Private School is a safe and enjoyable place for your family.

Anna Cosslovskaya  
*School Principal*

## **Enrolling Your Child**

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual or in person tour, and the child(ren) can accompany the parents in a virtual online interview. In-person tours are held only after 4:30 pm to minimize exposure. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Alive Montessori & Private School and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition, all health and emergency forms, as well as a copy of our Parent Handbook. All forms would be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

## **Nondiscrimination Policy**

Admissions to Alive Montessori & Private School shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

## **Extra Hygiene Measures and Procedures**

1. Handwashing: As soon as students arrive in the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, and dress-up clothes will be put away during this phase of opening.
3. Social distancing: Each class is considered a "cohort." Each "cohort" will social

distance from other “cohorts” to assure safety. Classes will not intermix and will be with the same teachers as much as possible. Walking from class to outside, or gym class social distancing is required. All staff will wear masks when not in their personal office/cubicle.

4. Inside shoe-only classroom: All children will use their inside / outside school shoes. Shoes will be placed in the hallway. Teachers will be allowed to bring in “indoor shoes” to wear in the classroom too. Since children spend time on the floor, we want it to be as clean and safe as possible.
5. Hepa Filters: All classrooms are equipped with air purifiers using medical grade HEPA filters to ensure proper air quality and reduce air contaminants.
6. Mask Use and PPE: All staff members and children Grade 1 and up must wear masks at school. Staff members are wearing high quality N-95 masks.
7. Ventilation: Classrooms are ventilated throughout the day by keeping windows open (weather permitting).

### **Inclusion Policy**

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

### **Fee and Payment Policy**

Alive Montessori & Private School enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition are deducted on the 1st of the month.
2. A \$25.00 per month late fee will be charged when a payment is declined or received after the 1st of each month.
3. There will be a \$1.00 charge per child for every five minutes elapsed after your scheduled pick-up time.
4. All tuition is due regardless of sickness (excluding COVID-19), shutdown behavioral/disciplinary removal, vacations, weather-related closings, statutory holidays and breaks (including Thanksgiving, Winter Break, snow days, Spring Break, etc..).
5. Online learning will continue at %60 percent of the normal tuition fee in case of a lock down and will be obligatory. Fees will be charged at %60 regardless of whether or not the student attends the online classes.

6. If you need to terminate your child's enrollment or withdraw from the school, a month's written notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
7. Part-time options will be available for all ages. (3 full-days, and 5 half-days).
8. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.
9. Should online classes not be offered during a government shutdown, tuition fees are still due regardless. Tuition fees are charged at %60 of the normal tuition fees.
10. Please see Tuition Fees, School Contract and Parent Handbook for full terms and conditions in regards to refunds.

### **Admission/Exclusion due to symptoms of illness**

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the center. An updated Toronto Public Health Questionnaire and Decision Guide will be used to screen for symptoms of Covid-19. If you have any doubts about your child's health, please call us at (416) 602-1151, or (289) 894-7323 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification. If your child displays Covid symptoms, they must be excluded from the group and kept in the appropriate designated spot while waiting to be picked up.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home and follow TPH guidelines.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, it will be reported to Public Health and Child Care Licensing System.

## **Administration of Medicine**

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the MEDICATION ADMINISTRATION FORM.

Medications for maintenance will be administered throughout the day as required.

The medication must be given to the Supervisor in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

## **When to stay home and self-isolate**

Everyone in your household must stay home and self-isolate if your child or another member of the home has:

- Symptoms of COVID-19
- A positive PCR test or
- A positive rapid antigen test.

## **How long to self-isolate**

If your child has symptom(s) they will have to self-isolate for:

**5 days:** If the child is 12 years of age and older and fully vaccinated; or 11 years or younger regardless of vaccination status

**10 days:** If the child is 12 years or older and not fully vaccinated; or immune compromised.

All household members must self-isolate for the same amount of time as your child.

This includes siblings. For more information about self-isolation, please review the screening questionnaire on the City of Toronto website.

## **Returning to Child Care**

Your child can return to child care when symptoms are improving for at least 24 hours (or 48 hours if nausea/vomiting/diarrhea) and:

- Your child has completed the required self-isolation time, OR
- Your child has a negative PCR test, OR
- Your child has two negative rapid antigen tests 24 to 48 hours apart

## **Personal Belongings**

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Extra clothes in sealed Ziploc bags. Bedding will be sent home WEEKLY and it is **mandatory** that bedding be laundered on a weekly basis.

## **Arrival and Departure Procedures**

Our facility is operational from 8:00am – 6:00 pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. You will be given a time between 8:30 am - 9 am to drop off. All children must be dropped off by 9 am sharp outside of the center at the drop off area (South Door). Parents cannot go inside the center. If you see another family being checked in, please be patient during this time.

### **Drop-Off Procedures**

A designated staff member will be at the South Door entrance to screen your child. You must show your Screening Passport to the designated staff member and put it back into your child's backpack. Your child will get their temperature checked. If it is below 100F, your child may come inside. Please keep 2 meters distance with other parents. All parents/guardians must wear masks at drop off time, including outdoors. We ask that the designated drop-off and pick up person not be a "vulnerable" person (older person such as grandparent or person with a serious underlying medical condition).

### **Pick-Up Procedures**

Pick-up time is at 1 pm (part-time) or 4 pm (full-time). Please abide by the pick-up time. If you see another family being helped, please be patient until it is your turn and maintain social distance. We recommend arriving 10-15 minutes earlier to avoid a

line up. Please come up to the South door entrance, ring the school bell and wait for a designated staff member to bring your child to you. Parents must be wearing a mask outdoors while waiting to pick up their child.

## Visitors

Only essential visitors are allowed to enter the school at this time. IU instructors (special needs instructors) and occasional/supply teachers will be permitted if they pass screening procedures and follow protocol. Non-essential visitors must show a valid proof of vaccination and a piece of ID.

## Field Trips/Special Events

We will be following Toronto Public Health guidelines and assessing on a monthly basis to see if a field trip can occur based on the restrictions.

## Parties and Celebrations

If you wish to celebrate your child's birthday at Alive Montessori & Private School please check with your child's teacher at least one week in advance with what your plans will be for that celebration and if there are any allergies. Children may only distribute pre-packaged treats as opposed to homemade. All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, cake, juice boxes. You may also bring lootbags for the children with allergy free pre-packaged treats.

## Food

- A. All food will be in sealed containers prepared by parents, reflecting our allergy list. For children on the catering program, food is brought externally and is distributed at school in a clean environment.
- B. Food Allergy: **We are a nut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom.

## **Personal Protective Equipment Policy**

All individuals entering the child care centre must be screened and wear appropriate PPE. All staff/visitors must wear eye protective equipment and non-medical masks when inside and non-medical masks outside. Children grade 1 and up must wear a non-medical mask. Children below grade 1 are encouraged to wear a non medical mask. Children under age 2, people who have a health condition that makes it difficult to wear a mask & people who are unable to put on or remove a mask without help do not have to wear a mask. For medical exempt individuals, a note must be shown as proof.

## **Health Screening Policy**

In order to help reduce the risk of respiratory infections (including COVID-19), health screening is an essential step.

This procedure applies to all employees, students, parents and any other person entering Alive Montessori & Private School. Everyone must be screened prior to entering the child care centre.

## **Set Up of the Screening Area**

Prior to health screening at your location, set up is required, please complete the following:

- Assign a designated screening staff, who will be responsible to implement the screening protocol.
- Place a table at the South door area (main entrance) containing sanitizer, thermometer, and screening questions.
- Only ONE entrance/exit is to be used (South door), to ensure that each person is screened.
- Maintain a minimum of 2 metres distance between staff conducting screening and the person being screened.
- Place a front entrance signage identifying the screening process outside and directly inside the child care centre doors.
- Ensure that surgical masks are worn anytime you are working in the screening area.
- Provide visual guides to assist with physical distancing (e.g., pylons) for anyone

waiting outside in the screening area or waiting to be screened prior to entering into the child care centre.

- Hand sanitizer must be visible to staff/clients entering the building and they are asked to hand sanitize prior to entering the building.
- Designated screening staff must follow the screening checklist for each person and record the outcome (pass or fail).
- Ensure the screening area is disinfected regularly throughout screening and the day.

### **Screening Procedure for Staff**

All staff members must be screened prior to coming to work each day.

- For staff, an individual health assessment must start at home.
- Check your temperature and answer the Covid-19 screening questions located at the Front door entrance prior to attending work/placement.
- If you answer yes to any of the Covid-19 screening questions or have temperature above 37.8 degree Celsius, do not go to work and contact the centre supervisor.
- Staff are not permitted past the health screening line (South entrance) until they have been cleared to enter the childcare centre.
- Staff should continue to self-monitor themselves and monitor children in care throughout the shift. Any symptoms must immediately be reported to the centre supervisor.
- Staff must complete hand hygiene and have appropriate PPE on before entering the centre.
- Health screening staff must wear appropriate PPE at all times including: Masks and other PPE.
- Refer to Protective Personal Equipment Policy for further information on required PPE.
- Indoor mask use is MANDATORY for all staff members.

### **Screening Procedure for Parents**

- Health screening questions are for the parent/guardian to answer on their child's behalf.
- During drop-off period and during the pick-up period, the parent will wait to drop-off or pick up their child at the South door screening area.
- Parent and guardians will be required to maintain physical distancing, when waiting to pick up their child.
- Parents are required to wear a non medical mask when picking up or dropping off

their child.

- A designated staff member will be responsible to ensure that the parents are standing at the correct marked spot to keep at least 2 meters apart between each other.
- Only the children and staff will have their temperature taken, not parents/guardians.
- Parents/guardians are **not** permitted into child care centre at this time.

### **Screening Procedure for Children**

- During the drop-off period, all parents are given a specific staggered drop off time from 8:30 am-9:00 am.
- The parent/ guardian will line up in the South door screening area to drop-off their child, while maintaining social distance with other parents/guardians.
- Parents will fill out the Covid-19 questions on behalf of their child (at home) and bring the filled out questionnaire (passport) to the designated staff member upon drop-off.
- Screening passports will be kept in the child's backpack and checked upon arrival.
- Upon checking the Covid passport, the designated staff member will check the temperature.
- If the parent answers "NO" to all of the screening questions and the child has a fever of less than 37.8 degree Celsius, the child will be accompanied into the center by a designated staff member.
- Only the children and staff will have their temperature taken, not parents/guardians as they are not permitted into the child care center.
- During the pick-up period, children will be accompanied to the door and handed over to their parent/guardian, while maintaining social distancing at all times.

### **Screening Procedures for Other Visitors**

- All other visitors must be screened prior to entering the child care centre.
- Visitors must wait in the screening area at the South entrance.
- Visitors will be required to answer the screening questions and have their temperature taken before entering the child care centre.
- If the visitor has a temperature of less than 37.8 degree Celsius and has answered "NO" to all Covid-19 screening questions, he/she may proceed into the centre while ensuring physical distancing at all times.

## **Screening Protocol**

- Greet everyone into the child care centre with a friendly, calm manner.
- Take the temperature, record, and complete hand hygiene (hand washing or hand sanitizer).
- Disinfect the thermometer and wait for the appropriate contact time.

## **How to Respond**

- If any individual answers NO to all questions, and does not have a fever (37.8 degrees C and above), they have passed the screening and can enter the building: "Thank you for your patience. Your child is cleared to enter the child care centre".
- If the individual answers YES to any of the screening questions, refuses to answer, and/or has a fever (37.8 degrees Celsius and above), they have failed the screening and cannot enter the building.
  - "Thank you for your patience. Unfortunately based on these answers, I'm not able to let you enter the child care centre. Please review the self-assessment tool on the Ministry of Health website or the Toronto Public Health website to determine if further care is required".
  - If response is a Children's Services staff member, the Supervisor will be notified and will follow up later in the day
  - Ensure that door handles, and any other surfaces the individual has touched are disinfected immediately.

## **Environmental Cleaning and Disinfecting Policy and Procedures**

### **Policy Statement**

Alive Montessori & Private School (AMPS) is committed to providing a safe and healthy environment for children, families and employees. AMPS will take every reasonable precaution to prevent the risk of communicable diseases within our location.

### **Purpose**

To ensure that all employees are aware of, and adhere to, the directive established by Toronto Public Health (TPH), and AMPS regarding cleaning and disinfecting in early learning and child care centres.

## **Applies to**

This policy applies to all employees, students, and any other persons engaged in business with AMPS.

## **Definitions**

**Cleaning:** refers to the physical removal of foreign material (i.e. dust, soil) and organic material (i.e. blood, secretions, microorganisms). Cleaning removes, rather than kills microorganisms. You require warm water, detergent and mechanical action (i.e. wiping) to clean surfaces. Rinse with clean water after to ensure detergent film is removed.

**Disinfecting:** describes a process completed after cleaning in which a chemical solution is used to kill most disease-causing microorganisms. In order to be effective disinfectants must be left on a surface for a period of time (contact time). Contact times are generally prescribed by the product manufacturer. Any items children may come into contact with, requires a final rinse after the required contact time is observed.

## **Procedures**

All products including cleaning agents and disinfectants must be out of reach of children, and labeled in the caretakers room.

### **Cleaning:**

- Use detergent and water to clean visibly soiled surfaces
- Rinse surface with clean water (warm to tepid temperature preferred) to ensure detergent is removed
- Let the surface dry

### **Disinfecting:**

Sodium hypochlorite (bleach) is a cleaner approved by TPH for use in our child care centers as disinfectant.

- Put on gloves and mask.
- Spray or wipe on disinfecting solution with bleach and leave the solution on the surface for the appropriate disinfectant contact time (1 or 5 minutes). Ensure spray setting is on stream not mist.
- Let the surface dry.

- Once the disinfecting contact time has elapsed, the surface has now been disinfected and is ready for use.
- If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with a paper towel or a dry clean cloth.

#### **Disinfecting classroom food surfaces (i.e. lunch tables, highchair tray):**

- Put on gloves and mask (if employee has scent sensitives).
- Spray or wipe disinfecting solution and leave the solution on the surface for the appropriate disinfecting contact time (1 or 5 minutes). Ensure spray setting is on stream not mist.
- Any surface children may come in contact with requires a final rinse with a single use paper towel (i.e. lunch tables, floor, toy shelves).
- Once the disinfecting contact time has elapsed, rinse/wipe the surface with clean water.
- If the surface continues to be wet after the disinfecting contact time has elapsed, you may wipe it dry with paper towel or a dry clean cloth.

#### **Cleaning and Disinfection frequency requirements:**

##### **Clean and disinfect upon ENTRY to child care (for staff):**

- Any hard surfaces such as water bottles, travel mugs, cell phones, lunch containers.

##### **Clean and disinfect upon children's ENTRY to child care:**

- Any hard surfaces such as water bottles, containers, etc.

#### **Clean and disinfect frequencies for other surfaces and items:**

Cleaning and disinfecting routines must be increased as the risk of environmental contamination is higher:

- Tables and countertops: used for food preparation and food service must be cleaned and disinfected before and after each use
- Spills must be cleaned and disinfected immediately
- Handwash sinks: staff and children washroom areas must be cleaned and disinfected at least two times per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids).
- Floors: cleaning and disinfecting must be performed as required, i.e., when spills occur, and throughout the day when rooms are available, i.e., during outdoor play

- Floor Mats: cleaning and disinfecting must be performed throughout the day, and at a minimum of twice daily
- Outdoor play equipment: must be disinfected before each group uses it, and additionally as required (e.g., visibly dirty). Any outdoor play equipment that is used must be easy to clean and disinfect.
- High-touch surfaces: any surfaces at your location that has frequent contact with hands (e.g., light switches, shelving, containers, hand rails, door knobs, sinks toilets etc.) These surfaces should be cleaned at least twice per day and as often as necessary (e.g., when visibly dirty or contaminated with body fluids)
- Other shared items: e.g., phones, IPADs, IPODs, attendance binders etc., these must be disinfected between users.

### **Clean and disinfect daily:**

- Low-touch surfaces (any surfaces at your location that has minimal contact with hands), must be cleaned and disinfected daily (e.g. Window ledges, doors, sides of furnishings etc.)

### **Clean/Disinfect as Required**

Blood/Bodily Fluid Spills: Using the steps below, the surface should be cleaned first then disinfected:

1. Isolate the area around the spill so that no other objects/humans can be contaminated
2. Gather all supplies, perform hand hygiene, then put on single-use gloves
3. Scoop up the fluid with disposable paper towels (check the surrounding area for splash/splatter) and dispose of in separate garbage bag
4. Clean the spill area with detergent, warm water and single-use towels
5. Rinse to remove detergent residue with clean water and single-use towel
6. Discard used paper towels and gloves immediately in a tied plastic bag
7. Spray Fantastik 650ml Original All Purpose Disinfectant Cleaner in and around the spill area and allow the appropriate 1 minute disinfecting contact time
8. A final rinse is required if children come into contact with the area
9. Remove gloves as directed and discard them immediately
10. Perform hand hygiene as directed

### **Cots**

- Cots must be labelled and assigned/designated to a single child per use
- Cots must be cleaned and disinfected before being assigned to a child

- Cots must be stored in a manner which there is no contact with the sleeping surface of another cot
- Bedding must be laundered daily on the "hot" setting, and when soiled or wet

### **Additional Infection Prevention and Control Practices**

- Staff can identify personal child care clothing - the child wears at daycare and go home / outer clothing that is kept in a bag on a hook
- For Toy Cleaning and Disinfecting, please refer to the Toy Washing document

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees and parents/guardians prior to commencing employment/placement in a Alive centre and annually thereafter and at any time where a change is made.

### **Toy Disinfecting Procedures**

The disinfection of toys is vital to ensuring the health and safety of children as it reduces and mitigates the potential spread of germs and viruses among children and those who may come into contact with them.

All toys that are plush must be removed and not used in play, these include stuffed animals, hand puppets, cloth toys etc. In addition, all sensory play is suspended, this includes (playdough and slime). All porous toys or materials that cannot be effectively cleaned and disinfected must be removed and not used in play.

### **Toy Washing Procedures - Cleaning and Disinfection using a Mechanical Dishwasher**

It is recommended that the dishwasher be used for toy washing whenever possible:

- The rinse cycle must meet a minimum of 82 degrees Celsius
- Only use the dishwasher in the kitchen when it is not being used for any other purposes (i.e. washing dishes, food preparation, serving)
- Toys are placed evenly on the dishwashing racks and are an appropriate size to ensure they will not fall into the basin.
- Toys are removed carefully once the wash cycle is complete as they may be hot or contain hot water.
- Toys are air dried in a designated area that is separate from bathrooms or change tables and protected from sources of contamination.
- The kitchen is clean and tidy when you have completed toy washing.

## **Toy Washing Procedures - Manual Cleaning and Disinfecting**

### **4Bin - 5 Step Method for Disinfecting Toys using DIN number Disinfectant (5 min contact time)**

To ensure consistent and proper dilution DIN number Disinfectant staff are assigned to mixing the solution. Small toys that can be immersed in water should use the 4 Bin- 5 Step method for washing.

Please follow these steps:

1. Sink/Bin - wash with soap and warm water to clean visible dirt.
2. Sink/Bin - rinse soap off with clean water.
3. Sink/Bin - soak in DIN number Disinfectant.
4. Sink/Bin - rinse using clean water.
5. Air dry toys by placing them on a Drying Tray.

### **Toy Washing Procedures - Cleaning and Disinfecting Large Toys/Equipment In Place using DIN number Disinfectant Spray and Wipes (1 minute contact time)**

Large toys and wooden toys cannot be immersed in a disinfectant solution should use this method for washing.

Please follow these steps:

1. Clean with soap and water using a cloth.
2. Wipe with a clean wet cloth to rinse.
3. Disinfect by spraying DIN number Disinfectant (1 minute contact time). Do not spray products on toys and surfaces when children or other staff are nearby.
4. A final rinse is required using a single-use wet paper towel.
5. Allow toys to air dry.

### **Tips & Reminders**

- Fill the bucket only to a level that is comfortable for transporting to the area you use for toy washing - a trolley can also be used to assist with transporting.

### **Frequencies and Toy Cleaning Schedules**

- Toy cleaning schedules will be posted in each area and updated daily by the staff person responsible for the area.
- Toys, including large toys, cot equipment and high touch items will be cleaned and disinfected at least two times per day and as often as necessary i.e. when toys/items are visibly soiled.

- Toys and items such as electronic devices should be cleaned and disinfected between users prior to redistributing.

### **Handling used toys**

- Toys that have become visibly dirty should be taken out of circulation immediately and cleaned and disinfected immediately. Toys that cannot be cleaned and disinfected immediately should be placed in a designated dirty toy bin. The bin should be clearly labelled and inaccessible to children.

## **Exclusion of Sick Children Policy and Procedures**

### **Policy Statement**

Alive Montessori is committed to providing a safe and healthy environment for children, families and employees. Alive Montessori will take every reasonable precaution to prevent the risk of communicable diseases on our premises.

### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and Children's Services regarding the exclusion of sick children in Alive Montessori School.

### **Application**

This policy applies to all employees, students, community members and any other persons engaged in business with Alive Montessori.

### **Procedures**

As required by the Child Care and Early Years Act, Alive Montessori must separate children of ill health and contact parents/guardians to take the child home.

When children are ill and/or exhibit COVID-19 related symptoms, child care employees will ensure the following:

- Ill children will be separated from all other children to the designated exclusion room, and will be supervised and monitored by a staff member until they are picked up from care by a parent / guardian.
- Symptoms of illness will be recorded in the child's daily record and in a daily log as per the CCEYA.
- The parent/guardian of the ill child will be notified of the child's symptoms and of the need to pick the child up immediately; or
- If it appears that the child requires immediate medical attention, the child will be taken to the hospital by ambulance and examined by a legally qualified medical

practitioner or a registered nurse.

If you suspect a child has symptoms of a reportable communicable disease please report these immediately to TPH's Communicable Disease Surveillance Unit (416-392-2489).

### **When to Exclude**

Child care employees should exclude a sick child when the child has one or more signs and/or symptoms that are greater than normal, **or** if the child is unable to participate in regular programming because of illness.

Exclusion Examples:

- If a child has one or more of the following symptoms: fever, cough, and increased tiredness or shortness of breath.

### **How to Exclude**

- Supervise the child in a designated room with hand sanitizer available.
- Notify parents/ caregivers of the sick child for pick up.
- Only one staff should be in the designated exclusion room and attempt physical distancing. If physical distancing cannot be avoided, staff should wear a mask and gloves. in addition, staff should perform hand hygiene and attempt to not touch their face with unwashed hands.
- Increase ventilation in the designated exclusion room if possible (e.g. open windows).
- Clean and disinfect the area immediately after the child has been sent home.
- Staff and children who were in the same room and with other ill child will be grouped together.
- Staff should self-monitors for symptoms for the next 14 days. During this period they should avoid contact with vulnerable persons or settings where there are vulnerable persons (i.e. long-term care).
- For Covid-19, staff will inform parents/guardians of children who were in the same room of possible exposure if more than 30% of the group has tested positive, and parents should monitor their child for symptoms.
- Children who are being managed by Toronto Public Health should follow their instructions to determine when to return to the child care centre.

### **Surveillance**

Ensuring that all environmental conditions are constantly monitored is essential in prevention and reducing illness. Employees must monitor for an increase in above normal amount of illnesses among other employees and children by looking at the

normal occurrence of illness at that location and during the specific time period.

Ensure surveillance includes the following:

- Observe children for illness upon arrival
- Record symptoms of illness for each child including signs or complaints the child may describe (e.g. sore throat, stomach ache, headache etc.)
- Record the date and time that the symptoms occur.
- Record the room the child attends (e.g. room number / description).
- Record attendances and absences

### **Child returning from exclusion due to illness**

Staff/children who are being managed by TPH (e.g. confirmed cases of COVID -19, household contacts of cases) should follow instructions from TPH to determine when to return to the facility.

If not advised by TPH, staff/children will not be permitted back to the facility for a minimum of 5 or 10 days from symptoms onset; they must not have and their symptoms must be improving.

### **Hand Hygiene Policy and Procedure Policy Statement**

Alive Montessori & Private School (AMPS) is committed to providing a safe and healthy environment for children, families and employees. AMPS will take every reasonable precaution to prevent the risk of injury, communicable diseases and infectious disease within our locations.

#### **Purpose**

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH), and AMPS regarding cleaning and hand hygiene to ensure that early learning and child care centres maintain locations free of infectious disease.

#### **Applies to**

This policy applies to all employees, students, community members, and any others persons engaged in business with AMPS.

#### **Definitions**

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and

running water or a hand sanitizer (70 - 90 % alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

### **Procedures**

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling serving and eating food
- Handling animals
- Touching a cut or open sore
- Glove use
- Before and after giving medication

When hands are visibly soiled, follow these steps for cleaning hands:

- Wet hands
- Apply soap
- Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% alcohol-based)
- Rub hands together for at least 15 seconds

- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

### **Hand Hygiene Monitoring**

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required.

### **Hand Sanitizing Information**

When your hands are not visibly dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity. Parent consent is required to use sanitizer on children. If consent is not provided the child may not be permitted, please discuss with Program Manager. Children under the age of 1 are not permitted to have hand sanitizer applied, instead perform hand washing frequently and gently. Please ensure that written parent consent is obtained before applying hand sanitizer to any child.

### **Glove Use**

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces.

### **Gloves and Hand Hygiene**

Hand hygiene shall be practised before applying and after removing gloves. Gloves shall be removed and discarded after each use.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside

### **Gloves when Cleaning/Disinfecting**

Employees should not be mixing chemicals into bottles or buckets, as this is performed by custodial staff. However, if an exception is required, they must wear thicker dishwashing - like gloves. Also, employees must wear these gloves when immersing

toys in diluted disinfectant when toy washing.

### **Covering Your Cough Procedure**

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others

### **Policy and Procedure Review**

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement in a AMPS centre and annually thereafter and at any time where a change is made.

### **Staff Training Policy**

Alive Montessori School will train their employees in order to ensure safety and minimize the risk of Covid-19. This step is essential to encourage full compliance at all times.

- Every staff member must follow all the new health protocols of the Policies and Procedures (Covid-19 Edition).
- All staff members of Alive Montessori School will receive a copy of the updated Policies and Procedure (Covid-19 Edition).
- The director and supervisor will schedule a mandatory staff meeting to ensure full understanding of the new protocols and answer any questions regarding the policies and procedures.
- All staff members are required to read and sign all of the Policies and Procedures (Covid-19 Edition).
- Staff members will complete a "Policies and Procedures Self- Assessment" to support the employees through the learning process of the new protocols.
- Any staff member, who refuses to sign and/or follow the new Policies and Procedures, will not be permitted to come to work and have any contact with children in the center until further notice.

## **Serious Occurrence**

According to the latest Operational Guide from the Ministry of Education, schools are required to submit serious occurrences for a suspected case of COVID-19 for individuals with laboratory **confirmed Covid case**.

A Serious Occurrence is required to be submitted under the category “**confirmed case of COVID-19**” when one of the following individuals has a **confirmed** case of COVID-19 case involving the individual who has been **tested**.

- (i) a **child who receives child care** at a home child care premises or child care centre,
- (ii) a home child care **provider**,
- (iii) a person who is **ordinarily a resident of a home child care premises** (eg. the home provider's child, the home provider's spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)
- (iv) a person who is **regularly at a home child care premises** (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
- (v) a **home child care visitor**,
- (vi) a **staff** member at a child care centre
- (vii) a **student** at a home child care premises or child care centre,

In case of a confirmed COVID-19 case, the school will shut down for an appropriate amount of time to clean and disinfect the premises. Learning will continue online until the school can reopen safely.

## **Symptoms of COVID-19**

The ministry recommends licensees refer to the [Ministry of Health COVID-19 Reference Document for Symptoms](#) which outlines the symptoms which have been most commonly associated with COVID-19.

## **Playground Handwashing Policy**

In order to ensure safety and prevent COVID-19, children will be required to wash hands before and after each use of the playground.

## **Procedure**

### **BEFORE**

1. Ensure children are wearing proper outdoor gear (hat, sunscreen, sunglasses, etc) before going to the playground.
2. Ask the children to perform proper handwashing procedures.
3. Take the children outside to the playground, while maintaining social distance at all times.

### **AFTER**

1. Upon entering the building, ask the children to wash their hands.
2. Encourage proper hand hygiene (refer to Hand Hygiene Policy).
3. Once their hands are clean, they are ready to use other school premises.

## **Covid-19 Immunization Disclosure Policy**

### **Purpose**

The purpose of this policy is to outline organizational expectations with regards to COVID-19 immunization disclosure.

Contingent upon vaccine availability, all eligible individuals, are strongly encouraged to receive a COVID-19 vaccine, unless there is a medical reason to not receive a vaccine.

### **Background**

Alive Montessori & Private School recognizes the importance of immunization of individuals regularly interacting and providing services to children due to the nature of their work and potential for exposure in the community. This COVID-19 immunization policy aims to protect the child care program's population including children, staff, volunteers, students on educational placements and any person providing child care or other services to a child in care.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough,

shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

## **Application of the Policy**

The Immunization Disclosure Policy will apply to the following groups of individuals, except where the individual works remotely and the individual's work does not involve in-person interactions:

- Employees of the licensee (including home visitors in the case of home child care);
- Home child care providers;
- Volunteers;
- Students on an educational placement;
- Any licensee who regularly interacts with children, staff or providers;
- Adults ordinarily a resident of or regularly present at a home child care premises; and
- Any person who provides child care or other services to a child who receives child care (e.g., special needs resourcing consultant)

## **Policy**

The Chief Medical Officer of Health has directed all licensed child-care programs to develop, implement and ensure compliance with a COVID-19 immunization disclosure policy. All individuals covered by this policy must provide one of the following:

1. Proof of all required doses of a COVID-19 vaccine approved by the World Health Organization.
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
  - a. that the person cannot be vaccinated against COVID-19; and
  - b. the effective time period for the medical reason (i.e., permanent or time- limited).
3. Proof that the individual has completed an educational session approved by Alive Montessori & Private School

## **Educational session**

The educational session has been approved by and/or provided by Alive Montessori & Private School and addresses all of the following learning components:

- how COVID-19 vaccines work;
- vaccine safety related to the development of the COVID-19 vaccines;
- benefits of vaccination against COVID-19;
- risks of not being vaccinated against COVID-19; and
- possible side effects of COVID-19 vaccination.

## **Support for Vaccination**

Alive Montessori & Private School will provide the following supports for people subject to this policy to receive a vaccine:

1. Assistance with booking vaccine appointment
2. Peer-to- Peer Support

## **Testing Requirements**

Individuals subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19 and demonstrate a negative result minimum three times a week; and provide written verification of the negative test result and physical proof such as a picture of the test and/or the actual test that was done on-site of Alive Montessori & Private School .

## **Confidentiality Statement**

As per s. 77 of O. Reg 137/15 made under the Child Care and Early Years Act, 2014, Alive Montessori & Private School is required to report such statistical information to the Ministry of Education as may be required. No identifying information will be provided to the ministry in relation to this policy; all statistical information will be provided in aggregate form.

## **Confirmation of Receipt**

I have read and understand the “**Policies and Procedures- COVID 19 Edition**” (revised January 2022) and I agree to comply with these policies.

Staff Name\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_